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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | (LEAVE BLANK) | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>N1-560-04-10</i> | |
| 1. FROM (Agency or establishment) Department of Homeland Security | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10. | |
| 2. MAJOR SUBDIVISION Transportation Security Administration | | | |
| 3. MINOR SUBDIVISION Office of Operations Policy (OPPOL) | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr. | 5. TELEPHONE 571/227-2076 | DATE <i>12-16-04</i> | ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>6</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 05/07/04 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara D. Deves / Arthur McCune Jr.</i> | | TITLE Records Management Officer |
| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | **See Attached** | | |

SA 12/20/04 Copies sent to Agency, NWMD, NWMD, NR

OPPOL 2000 — OPERATIONS POLICY

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Operations Policy**.

| Title | Description of Records | Disposition | Authority |
|---|--|---|-----------|
| 1) OPPOL 2000.2 CORRESPONDENCE | Routine correspondence with the general public, Federal agencies, and Congress regarding policy questions. (OPPOL is not the office of record for Congressional correspondence.) | Cut off at end of fiscal year. Destroy 3 years after cutoff. | |
| 2) OPPOL 2000.9 FREEDOM OF INFORMATION ACT | Copies of files created in response to requests for information under the FOIA consisting of original request and a copy of all responsive documents provided to FOIA office. | Cut off at end of calendar year. Destroy 2 years after cutoff. | |
| 3) OPPOL 2000.10 SECURITY PROGRAMS ISSUED THROUGH OPPOL | Records regarding programs required by law to ensure the safety and security of persons and property in aviation, maritime and surface transportation systems against an act of criminal violence, piracy and introduction of unauthorized weapon, explosive, or incendiary device. | PERMANENT. Cut off at end of calendar year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff. | |
| 4) OPPOL 2000.11 SECURITY DIRECTIVES/ EMERGENCY AMENDMENTS- ISSUED THROUGH OPPOL | Files include all security directives, emergency amendments and background information and records regarding their implementation. TSA/Office of Operations Policy issues these documents when additional security measures are necessary to respond to a threat assessment or to a specific threat. | PERMANENT. Cut off at end of calendar year. Transfer to FRC 5 years after cutoff. Transfer to NARA 10 years after cutoff. | |

OPPOL 2000 - OPERATIONS POLICY

| Title | Description of Records | Disposition | Authority |
|--|---|--|-----------|
| 5) POLICY RECORDS | <p>a. Background files relating to policy development, planning formulation, and oversight of OPPOL policies, including directives, bulletins, policy interpretation memos, and correspondence relating to the interpretation of policy.</p> <p>b. Official signed policy statements.</p> | <p>Cut off when superseded or obsolete. Destroy 2 years after cutoff.</p> <p>PERMANENT. Cut off at end of calendar year in which superseded or obsolete. Transfer to NARA 10 years after cutoff.</p> | |
| 6) OPPOL 2000.14 STANDARD OPERATING PROCEDURES (SOP) | <p>Standard Operating Procedures for TSA employees to follow when conducting aviation security activities. Files also include related correspondence.</p> | <p>PERMANENT. Cut off at end of calendar year in which superseded or obsolete. Transfer to NARA 10 years after cutoff.</p> | |
| 7) OPPOL 2000.23 TRANSPORTATION SECURITY PROJECTS AND MAJOR ISSUES | <p>Files include correspondence, memorandums, briefing papers, studies, and Press reports, regarding Transportation Security projects.</p> | <p>Cut off when project terminated. Destroy 2 years after cutoff.</p> | |

OPPOL 2000 - OPERATIONS POLICY

| Title | Description of Records | Disposition | Authority |
|--|--|--|-----------|
| <p>8) Electronic Mail and Word Processing System Copies</p> | <p>Electronic copies of records on this schedule that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> | <p>Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p> | |
| | <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> | | |
| | <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> | <p>Delete when dissemination, revision, or updating is complete.</p> | |